



# NSF SBIR/STTR Phase I Program

## Step-by-Step Guide for Submitting a Proposal in FastLane

**ADA & 508 Compliance Assistance - Please Call the FastLane Help Desk at 1-800-673-6188.**

To get started follow the steps outlined below:

1. Go to the FastLane home page at <http://www.FastLane.nsf.gov>.
2. Select the **Proposal, Awards & Status** link on the top (blue) menu bar.

**Proposals, Awards and Status**

3. Fill in Log In information in the “PI/CO-PI Log In” box on the right side of the screen.

**Note: The Principal Investigator (PI) for the proposed Phase I project MUST login and prepare the proposal.**

PI/Co-PI Log In

Last Name:

NSF ID:

[Privacy Act](#)

Password:

[Forgot Password?](#)

[Lookup NSF ID](#)

- Click the “Log In” button

4. On the **Principal Investigator (PI)/Co-Principal Investigator (CO-PI) Management** screen, select “**Proposal Functions**”

Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management

What Do You Want To Work On?

- ☒ [Proposal Functions](#)
- ☐ [Award And Reporting Functions](#)
- ☐ [Change PI Information](#)
- ☐ [Research.gov Functions](#)

5. On the **Proposal Functions** screen, click “**Proposal Preparation**”

**Principal Investigator(PI)/Co-Principal Investigator(Co-PI) Management**

**Proposal Functions**

- [Letters of Intent](#)
- [Proposal Preparation](#)
- [Proposal Status](#)
- [Revise Submitted Proposal Budget](#)
- [Proposal File Update](#)
- [Research.gov Functions](#)

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6. On the **Principal Investigator (PI) Information** screen, check the PI information for accuracy. You may choose to update or edit the PI information by selecting the **“Edit PI Information”** button. You cannot change the PI here. Once finished, click the **“Prepare Proposal”** button.

**Principal Investigator (PI) Information**

**Notice:** In the January 2002 Grant Proposal Guide (GPG), NSF published revised proposal preparation guidelines. Review the latest [Project Summary Section of the Grant Proposal Guide](#) ([opens new window](#)) and [Project Description Section of the Grant Proposal Guide](#) ([opens new window](#)) for more information. We were instructed that they must address both merit review criteria in the preparation of proposals submitted to NSF. The GPG now reflects that proposers must clearly address, in separate statements within the one-page limitation, both of the NSF merit review criteria in the Project Summary. The GPG also reiterates that broader impacts resulting from the proposed project must be addressed in the Project Description and described as an integral part of the narrative.

Examples illustrating activities likely to demonstrate broader impacts are available electronically on the NSF website at: <http://www.nsf.gov/pubs/gpg/broadimpacts.pdf> ([opens new window](#)).

These changes should be carefully considered by PIs when preparing proposals for submission to NSF. Effective October 1, 2002, proposals that do not address the two merit review criteria in separate statements in the project summary will be returned without review.

[Edit PI Information](#) [Prepare Proposal](#) [View Submitted](#)

[Go Back](#)

Name	A B		
Organization	Test Institution 5300010004		
Department			
Address	b	Phone	(703) 292-5337
	a, VA 222061057	Fax	No Valid Number Provided
		EMail	bruce.gq@yahoo.com
Country	US		
Gender	Do not wish to provide		
Citizenship	US citizen	Degree Year	1999
Ethnicity	Do not wish to provide	Degree	DFES
Disability Status			
Race	White		
Serving or ever served on a Federally Funded Project as a PI or Co-PI	No		

[Edit PI Information](#) [Prepare Proposal](#) [View Submitted](#)

[Go Back](#)

7. Once you select to prepare your proposal, the “Proposal Actions” screen appears.

Scroll down past the **Temporary Proposals in Progress** section to the **Create New Proposal** section at the bottom, and click on the **“SBIR Phase I”** or **“STTR Phase I”** button.

**Create New Proposal**

[Create Blank Proposal](#) [Use Template](#)

[SBIR Phase I](#) [SBIR Phase II](#) [STTR Phase I](#) [STTR Phase II](#)

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*The **Form Preparation** screen is the control center for proposal development. All of the **GO** buttons move you to each of the different modules that you need to complete in order to prepare your Phase I proposal. It is strongly advised that you prepare each of the sections offline and then upload the sections to each of the modules. The Budget is the only section for which you will need to enter the information directly into FastLane; however, the budget justification(s) can be prepared offline and uploaded into the Budget Justification module.*

8. At the top of the **Form Preparation** page will be the text **Forms for Temp Proposal #** - this number will be used as a reference throughout the preparation process. *When your FastLane Contact/SPO finally submits your proposal to NSF, your proposal will be assigned an official NSF proposal number, the first two digits of which will match the fiscal year in which the proposal was submitted (e.g. proposals submitted between October 1, 2012 and September 30, 2013 will be numbered 13xxxxx).* This official proposal number should be used in all further communications with NSF.

9. Click on the “GO” button to the left of “Cover Sheet”.

The Cover Sheet has been divided into 4 sections. To complete the Cover Sheet you must complete all 4 sections.

9a. The first Cover Sheet “GO” Button is “Awardee Organization/Primary Place of Performance Selection”

The Awardee Organization information is pre-populated from the PI information. Click on the “Add/Change Primary Place of Performance” button to make necessary updates.

Institutions for this proposal			
Awardee Organization		Primary Place of Performance	
Address:	Test Institution Test Institution Arlington, VA 22230	Address:	
Institution Code:	5300010004	<a href="#">Add/Change Primary Place of Performance</a>	
DUNS Number:	Not Found		
<a href="#">Change Awardee</a>			
<a href="#">Go Back</a>			

- ✓ STTR proposals should click “Add/Change Primary Place of Performance” and enter data for the mandatory sub-awardee research institution.
- ✓ SBIR proposers may select a sub-awardee research organization (if applicable) for the Primary Place of Performance, or should select “Same as Awardee Organization”.
- ✓ When inputting an address for the “Primary Place of Performance”, you **must** include the **nine-digit zip code**. (Proposers are advised to use the United States Postal Service website to look up their nine-digit zip code at [www.usps.com](http://www.usps.com))

After the Primary Place of Performance is identified, click “Save Primary Place of Performance”.

Add/Change Primary Place of Performance	
*Required Field	
*Organization Name	<input type="text"/> or <input checked="" type="checkbox"/> Same as Awardee Organization
Please enter an Organization Name or select Same as Awardee Organization	
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Virginia"/> (Required if Country is United States)
Zip Code (9 digit)	<input type="text" value="222300001"/> (Required if Country is United States)
*Country	<input type="text" value="United States"/>
<a href="#">Save Primary Place of Performance</a>	
<a href="#">Go Back</a>	

After saving, click “Go Back” on the “Add/Change Primary Place of Performance” and the “Institutions for this Proposal” page to return to the Cover Sheets Components Form.

Institutions for this proposal			
Awardee Organization		Primary Place of Performance	
Address:	Test Institution Test Institution Arlington, VA 22230	Address:	Test Institution
Institution Code:	5300010004	VA, US 222300001	
DUNS Number:	Not Found	<a href="#">Add/Change Primary Place of Performance</a>	
<a href="#">Change Awardee</a>			
<a href="#">Go Back</a>			

9b. The second Cover Sheet “GO” Button is “Program Announcement / Solicitation / Program Description”

and

9c. The third Cover Sheet “GO” Button is “NSF Unit Consideration”

\* The “Program Announcement/Solicitation/Program Description Number” and the “NSF Unit Consideration” will appear automatically due to the selection of “SBIR Phase I” or “STTR Phase I” at the beginning of the proposal process.

**Cover Sheet Components Form**

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

**GO** Awardee Organization/Primary Place Of Performance Selection

Awardee Organization: \_\_\_\_\_ Primary Place of Performance: \_\_\_\_\_  
 Test Institution: \_\_\_\_\_ Test Institution: \_\_\_\_\_

Address: Arlington, VA 22230 VA\_US222300001

Inst. Code: 5300010004  
 DUNS #: Not Found

**GO** Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

• NSF 11-691 - Small Business Innovation Research Program Phase I Solicitation FY-2011 (Release 2).

**GO** NSF Unit Consideration

Current List of selected NSF UNITS:

1. IIP - SMALL BUSINESS PHASE I

**GO** \*Remainder of the Cover Sheet

**Go Back**

9d. The fourth Cover Sheet “GO” Button is “Remainder of the Cover Sheet”

Click the “GO” button and provide the required information to complete the cover sheet.

**Cover Sheet Components Form**

The NSF Cover Sheet within FastLane has been divided into 3 sections:

- Program Announcement / Solicitation Number Selection
- NSF Unit Consideration
- Remainder of Cover Sheet

To complete a section, click on the Go button, and click on OK to save the data.

**GO** Awardee Organization/Primary Place Of Performance Selection

Awardee Organization: \_\_\_\_\_ Primary Place of Performance: \_\_\_\_\_  
 Test Institution: \_\_\_\_\_ Test Institution: \_\_\_\_\_

Address: Arlington, VA 22230 VA\_US222300001

Inst. Code: 5300010004  
 DUNS #: Not Found

**GO** Program Announcement / Solicitation / Program Description No., or In response to Grant Proposal Guide (GPG).

• NSF 11-691 - Small Business Innovation Research Program Phase I Solicitation FY-2011 (Release 2).

**GO** NSF Unit Consideration

Current List of selected NSF UNITS:

1. IIP - SMALL BUSINESS PHASE I

**GO** \*Remainder of the Cover Sheet

**Go Back**

“Title of Proposed Project”: The system has already been programmed for each title to begin with **SBIR Phase I:** or **STTR Phase I:**

\* Please **include** two spaces after the colon before typing the project title.

\* Please **do not use** acronyms in the proposal title.

**Title of Proposed Project**

Enter the Title of Your Proposed Project

SBIR Phase I: \_\_\_\_\_

“Budget and Duration Information”: Three items are requested.

- ✓ **Requested Amount:** Enter the requested amount of funds. (SBIR Phase I budgets cannot exceed \$150,000 and STTR Phase I budgets cannot exceed \$225,000. This number should match the total funds line as listed in the budget.)
- ✓ **Proposal Duration:** Enter 6 months in the box for SBIR Phase I, and 12 months for STTR Phase I.
- ✓ **Requested Starting Date:** For deadline dates in June, enter the following January 1<sup>st</sup>. For deadline dates in December, enter the following July 1<sup>st</sup>.

Budget And Duration Information	
Requested Amount: \$	<input type="text" value="0.00"/> (Note: The requested amount is calculated from the budget forms.)
Proposal Duration (in months):	<input type="text"/> Requested Starting Date (MM/DD/YYYY): <input type="text"/>

**“Announcement and Consideration Information”, “Principal Investigator (PI) Information” and “Co-Principal Investigator (Co-PI) Information”:** These sections will automatically populate.

Announcement And Consideration Information	
Program Announcement/Solicitation Number: NSF 11-691	
Deadline/Target Date:	<input type="text" value="06/10/2011"/>
For consideration by the following listed NSF Organization Unit(s):	
• IIP - SMALL BUSINESS PHASE I	

Principal Investigator (PI) Information	
Name	A B
Organization	Test Institution
Department	
Street #1	b
Street #2	
City/State/Zip	a VA 222061057
Country	US

Co-Principal Investigator (Co-PI) Information	
No Co-PI's are allowed for this proposal.	

**“Previous NSF Award”:** Do not check the box. *Preliminary proposals are not accepted in the SBIR/STTR Program*

Previous NSF Award	
If this is a preliminary proposal then check here: <input type="checkbox"/>	
If this is a Full Proposal and it is related to an associated preliminary proposal, please enter that preliminary proposal number here: <input type="text"/>	

**“Other Federal Agencies”:** Provide a listing of all other Federal agencies to which you have submitted, or plan to submit, this proposal.

Other Federal Agencies	
If this proposal is being submitted to another Federal Agency (FA), please type a reasonable abbreviation (maximum of 10 characters) for each agency in a blank space below.	
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>
7. <input type="text"/>	8. <input type="text"/>
9. <input type="text"/>	10. <input type="text"/>

**“Awardee Organization Information”:** This section has your Organization Name, Address, and Organization Code (this is a code assigned by NSF to your organization). All of this information should be pre-populated. The company’s Employer Identification Number (EIN) and Taxpayer Identification Number (TIN) must be provided.

Under the “Check all that apply to the Awardee Organization (see GPG for Definitions)” you should always check the following two boxes:

- ✓ For Profit
- ✓ Small Business

Check the appropriate box(s) if your company is a Minority or Woman-Owned Business.

Awardee Organization Information	
Organization: Test Institution	Organization Code: 5300010004
Address: Test Institution Arlington, VA 22230	DUNS Number:
	EIN <sup>1</sup> or TIN <sup>2</sup> : 999999999
<sup>1</sup> Employer Identification Number <sup>2</sup> Taxpayer Identification Number	
Check all that apply to the Awardee Organization (See OPG for Definitions):	
<input type="checkbox"/> For Profit	<input type="checkbox"/> Small Business
<input type="checkbox"/> Minority Business	<input type="checkbox"/> Women-owned Business

**“Primary Place of Performance”:** This section will automatically populate.

Primary Place of Performance
Organization: Test Institution
Address:
, VA 222300001,US

**“Other Information”:** Check the appropriate box(s) that are applicable to your proposal.

Other Information
Check Appropriate Box(es) if this proposal includes any of the items listed below:
<input type="checkbox"/> Beginning Investigator (000102)
<input type="checkbox"/> Disclosure of Lobbying Activities (0002010)
<input type="checkbox"/> Proprietary & Privileged Information (000102010)
<input type="checkbox"/> Historic Places (0002020)
<input type="checkbox"/> Early-concept Grants for Exploratory Research (000202020) (000202020)
<input type="checkbox"/> Grants for Rapid Response Research (000202020) (000202020)
<input type="checkbox"/> Vertebrate Animals (000202020)
IACUC App. Date (000202020) [ ]
PHS Animal Welfare Assurance Number [ ]
<input type="checkbox"/> Human Subjects (000202020)
Exemption Subsection [ ]
IRB App. Date (000202020) [ ]
Human Subjects Assurance Number [ ]
<input type="checkbox"/> High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation (000202020)

**“Small Business Innovation Research”:** Select the appropriate topic from the drop down box and type in the appropriate subtopic (reference solicitation).

Small Business Innovation Research
SBIR/STTR Phase I Topic: [ ]
SBIR/STTR Phase I Subtopic: Letter(s), required: [ ] (ex: A1a)

**“The Small Business Concern Certifies”:** Answer all of the following questions.

**The Small Business Concern Certifies That:**

1. It is a small business as defined in the solicitation.  
☒ YES  
☐ NO
2. It qualifies as a socially and economically disadvantaged business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)  
☒ YES  
☐ NO
3. It qualifies as a women-owned business as defined in the solicitation (FOR STATISTICAL PURPOSES ONLY)  
☐ YES  
☒ NO
4. SBIR: A minimum of two-thirds of the research will be performed by this firm in Phase I.  
STTR: It will perform at least 40 percent of the work and the collaborating research institution will perform at least 30 percent of the work as described in the proposal.  
☒ YES  
☐ NO
5. The primary employment of the Principal Investigator (PI) will be with this firm at the time of award and during the conduct of the research.  
☒ YES  
☐ NO
6. It will permit the government to disclose the title and technical abstract page, plus the name, address and telephone number of a corporate official, if the proposal does not result in an award, to parties that may be interested in contacting the small business for further information or possible investment.  
☒ YES  
☐ NO
7. It will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations pursuant thereto.  
☒ YES  
☐ NO
8. It has previously submitted proposals to NSF.  
☐ YES  
☒ NO
9. It previously submitted this proposal (which was declined) and significant modifications have been made as described in the solicitation.  
☐ YES  
☒ NO
10. It has received Phase II awards from the Federal Government. If "yes" provide a company commercialization history in the supplementary documents module.  
☐ YES  
☒ NO
11. It is located in a Historically Underutilized Business Zone (HUBZone) as verified by the Small Business Administration (to verify HUBZone participation go to <http://map.sba.gov/hubzone/submit.asp>).  
☒ YES  
☐ NO

**NOTE: If the PI responds "YES" to the question "It has received Phase II awards from the Federal Government", the company's Company Commercialization History must be provided in the Supplementary Documents module of the proposal or the entire proposal will be Returned Without Review. The Commercialization History must be submitted on the NSF template: <http://www.nsf.gov/eng/iip/sbir/Forms/CommercialHistoryTemplate.pdf>.**

**"Company Officer Information (For Business and Financial Matters)", "Other Information", "Affiliated Companies", "Research Institution Investigator" and "Proprietary Notice": Fill in all requested information.**

<b>Company Officer Information(For Business and Financial Matters):</b>	
Company Officer Name:	<input type="text"/>
Company Officer Title:	<input type="text"/>
Company Officer Telephone Number:	<input type="text"/> (Ex: 8885551212)
<b>Other Information:</b>	
President's Name:	<input type="text"/>
Year Firm Founded:	<input type="text"/> (Ex: 1994)
Number of Employees (including Parent, Subsidiary, and Predecessor):	<input type="text"/>
	<input type="text"/> Current Number Of Employees
	<input type="text"/> Average Number Of Employees For Previous 12 Months
<b>Affiliated Companies</b>	
Name of any affiliated companies(Parent, Subsidiary, Predecessor):	
Affiliate 1:	<input type="text"/>
Affiliate 2:	<input type="text"/>
Affiliate 3:	<input type="text"/>
Affiliate 4:	<input type="text"/>
<b>Research Institution Investigator</b>	
Provide only if STTR.	
Research Institution:	Test Institution
Research Investigator Name:	<input type="text"/>
Research Investigator Phone Number:	<input type="text"/> (Ex: 8885551212)



**Proprietary Notice:**

See solicitation for instructions concerning proprietary information.

☐ Check here if proposal contains proprietary information.

**“Debarment and Suspension Certification” and “Authorized Representative”:** Read each section carefully, answer question(s) and provide any additional information (if applicable). Click **“OK”** and then select **“Go Back”** to return to the “Form Preparation” screen.

**Debarment and Suspension Certification**

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No

☐ Yes (If “yes” please provide an explanation below.)

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in [Table II-4 of the Grant Proposal Guide](#).

Authorized Organizational Representative(AOR) information will be added when the proposal is electronically signed by the Authorized Organizational Representative.

10. Click on the **“Go”** button to the left of **“Add/Delete Non Co-PI Senior Personnel”**:

Forms for Temp. Proposal #7154556  
SBIR Phase I test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11

**Single Copy Documents**

<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Click “Add Non Co-PI Senior Person to Proposal” after inputting the First Name, Middle Initial and Last Name of each person.

*Senior personnel are individuals who have committed to work on the project and who possess specialized knowledge or skills that are critical for the completion of the project. For NSF SBIR/STTR projects, all Senior Personnel listed on the project budget (and all subaward budgets) and all Consultants must submit a Bio Sketch. All senior personnel listed on the project budget (and all subaward budgets) must also submit Current and Pending Support information (detailed later in this guide).*

### Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal

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**No Non Co-PI Senior Personnel**

Currently, there are no Non Co-PI Senior Personnel assigned to Proposal #7154556

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To Add a new Non Co-PI Senior Personnel to proposal #7154556, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

---

After adding all participants, click **“Go Back”** until you return to the **“Form Preparation”** screen.

### Add/Delete Non Co-Principal Investigator (Co-PI) Senior Personnel Assigned to Proposal

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To Delete a Non Co-PI Senior Personnel assigned to Proposal #1136431 select the person's name from the list below and press the 'Delete Non Co-PI Senior Person From Proposal' button.

Select a name to remove as a Senior Personnel.

---

To Add a new Non Co-PI Senior Personnel to proposal #1136431, type the name of the person in the fields below and click the 'Add Non Co-PI Senior Person to Proposal' button.

Enter the first name, middle initial, and last name.

First Name:

Middle Initial:

Last Name:

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11. Click on the **“Go”** button to the left of **“References Cited”**:

### Forms for Temp. Proposal #7154556

SBIR Phase I test title

#### Form Preparation

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
		<b>Supplementary Documents</b>	
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
<b>Single Copy Documents</b>		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

Provide a comprehensive listing of relevant sources. You can directly enter the references into the text box or you can transfer a file. It is recommended that you do the file transfer. **All proposals submitted to NSF must have something entered into the References Cited section. If you do not have any references to cite, put a statement to that effect into this module.** When this section is completed, click “Go Back” to return to the “Form Preparation” screen.

If uploading a file, click “Transfer File” on the above screen.

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

12. Click on the “Go” button to left of “Budgets (Including Justification)”:

Form	Saved	Form	Saved
<a href="#">GO</a> Cover Sheet	05/30/12	<a href="#">GO</a> Project Summary	01/14/13
<a href="#">GO</a> Table of Contents	N/A	<a href="#">GO</a> Project Description	
<a href="#">GO</a> References Cited		<a href="#">GO</a> Biographical Sketches	07/06/11
<a href="#">GO</a> Budgets (Including Justification)	09/01/11	<a href="#">GO</a> Current and Pending Support	08/18/11
<a href="#">GO</a> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<a href="#">GO</a> Data Management Plan	
<a href="#">GO</a> Mentoring Plan <sup>1</sup>	
<a href="#">GO</a> Project Summary with Special Characters	
<a href="#">GO</a> Other Supplementary Docs	07/06/11
<a href="#">GO</a> Add/Delete Non Co-PI Senior Personnel	N/A
<a href="#">GO</a> Change PI	
<a href="#">GO</a> Link Collaborative Proposals	

[Go Back](#)

The Project Budget Screen will appear. The company name should be highlighted; then Click on the “Add Year” button.

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution					
<a href="#">Add Year</a> <a href="#">Budget Justification</a>					
<a href="#">Add Another Organization</a>				<a href="#">SpreadSheet Support</a>	
<input type="text"/>					
<input type="button" value="Delete Checked Year(s)"/>					
<input type="button" value="Go Back"/>					

Year 1 will be highlighted; then Click the “Add” button. FastLane will return to the Project Budget Screen.

Budget Year add for Test Institution - 5300010004	
Select new year to add	<input type="button" value="Add"/>
<input type="button" value="Go Back"/>	

Click on the “Funds” hyperlink (under the Year heading).

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution					
<a href="#">Add Year</a> <a href="#">Budget Justification</a>					
<a href="#">Add Another Organization</a>					
<a href="#">SpreadSheet Support</a>					
<input type="text"/>					
<input type="button" value="Delete Checked Year(s)"/>					
<input type="button" value="Go Back"/>					

A. Senior Personnel section: Click the “Add/Remove Senior Personnel” button.

Budget Year 1 for Test Institution						
<a href="#">A. Senior Personnel</a>   <a href="#">B. Other Personnel</a>   <a href="#">C. Fringe Benefits</a>   <a href="#">D. Equipment</a>   <a href="#">E. Travel</a>   <a href="#">F. Participant Support Costs</a>   <a href="#">G. Other Direct Costs</a>   <a href="#">H. Total Direct Costs</a>   <a href="#">I. Indirect Costs</a>   <a href="#">J. Total Direct And Indirect Costs</a>   <a href="#">K. Residual Funds</a>   <a href="#">L. Total Cost and Residual Funds</a>   <a href="#">Bottom of Page</a>						
<b>A. Senior Personnel</b>						
Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer	
A B	none	0.0	0.0	0.0	0	
Total Senior Personnel: 1		0.0	0.0	0.0	\$ 0	
<input type="button" value="Add/Remove Senior Personnel"/>						
<input type="button" value="Calculate"/>						

Check the box(s) for the “Senior Personnel” to be included on the budget and then click “Save” to return to the “Year 1 Budget” screen.

Budget Personnel for year 1 for Test Institution	
PI: A B	
Personnel available to add <input type="checkbox"/> Check to add <input checked="" type="checkbox"/> John Doe	Personnel currently assigned to budget year <input type="checkbox"/> Check to remove None Available to Remove
<input type="button" value="Save"/> <input type="button" value="Go Back"/>	

Provide the number of **CALENDAR months** and proposed cost for all “Senior Personnel”; then click “Calculate”. You must enter information into the Calendar Months field on each line for which funds are requested.

**Budget Year 1 for Test Institution**

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)  
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)  
[L. Total Cost and Residual Funds](#)  
[Bottom of Page](#)

**A. Senior Personnel**

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
A B	none	0.0	0.0	0.0	0
John Doe		0.0	0.0	0.0	0
<b>Total Senior Personnel: 2</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 0</b>

[Add/Remove Senior Personnel](#)

**B. Other Personnel** section: Provide all applicable information on personnel in the categories listed. Provide the number of **CALENDAR months** and proposed cost for all “Other Personnel”; then click “**Calculate**”.

**B. Other Personnel**

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
<input type="text" value="0"/>	Post Doctoral Scholars	0.0	0.0	0.0	0
<input type="text" value="0"/>	Other Professionals (Technicians, etc.)	0.0	0.0	0.0	0
<input type="text" value="0"/>	Graduate Students				0
<input type="text" value="0"/>	Undergraduate Students				0
<input type="text" value="0"/>	Secretarial - clerical				0
<input type="text" value="0"/>	Other				0
<b>Total Other Personnel: 0</b>					<b>\$ 0</b>
<b>Total Salaries and Wages (A + B):</b>					<b>\$ 0</b>

- ✓ Provide names and titles of all personnel in the budget justification, as well as a clear description of their responsibilities in the project. **Note: If you proposed new employees that are yet to be hired, simply list that position as a “potential hire” and proceed with the balance of the information as if they were already in your organization).**
- ✓ **The small business concern should NOT budget any personnel or funds on the Post Doctoral Scholars line.**
- ✓ In the Budget Justification, please include the actual annual salary information that justifies the calculation of the amounts requested (which should match the line item in the Budget) for all personnel in the project.

**C. Fringe Benefits** section: Provide the estimated amount of fringe benefits for Senior Personnel and Other Personnel; then click “**Calculate**”.

**C. Fringe Benefits**

Description	Funds Requested By Proposer
Fringe Benefits ( If charged as direct costs )	<input type="text" value="0"/>
<b>Total Salaries, Wages and Fringe Benefits (A + B + C):</b>	<b>\$ 0</b>

**D. Equipment** section: No purchases of equipment are permitted in an NSF SBIR Phase I project; this section should be left blank.

D. Equipment			
List items and dollar amount for each item exceeding \$5000.			
Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
Total Equipment:			\$ 0
<input type="button" value="Calculate"/>			

**E. Travel** section: One trip per year is required for attending the SBIR/STTR Phase I Grantees Workshop. A realistic estimate is \$2,000 per person. Travel in Phase I is only permitted if it is necessary for the completion of the project R&D activities. Travel to conferences and trade shows is generally not permitted in Phase I. After inputting the appropriate dollar amount, click **“Calculate”**.

E. Travel	
Description	Funds Requested By Proposer
1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Travel Foreign	<input type="text"/>
Total Travel:	\$ 0
<input type="button" value="Calculate"/>	

**F. Participant Support Costs** section: **SBIR/STTR Phase I proposals do not use this budget line item; this section should be left blank.**

F. Participant Support Costs		
Description	Costs	Funds Requested By Proposer
1. Stipends	<input type="text"/>	
2. Travel	<input type="text"/>	
3. Subsistence	<input type="text"/>	
4. Other	<input type="text"/>	
Number of Participants <input type="text"/>		
Total Participant Support Costs:		\$ 0
<input type="button" value="Calculate"/>		

**G. Other Direct Costs** section: Provide a dollar amount for the following line items; then click **“Calculate”**.

- G.1. Materials and Supplies
- G.2. Publication Costs/Documentation/distrib (generally not allowed in SBIR/STTR Phase I)
- G.3. Consultant Services
- G.4. Computer (ADPE) Services
- G.5. Subcontracts – **a separate budget is REQUIRED for each subcontractor; the total amount of all these subcontracts should be entered here.** (In the small business concern’s Budget Justification, please include a few sentences describing the scope and objective of the subaward.)
- G.6. Other

G. Other Direct Costs	
Description	Funds Requested By Proposer
1. Materials and Supplies	<input type="text" value="0"/>
2. Publication Costs/Documentation/distrib	<input type="text" value="0"/>
3. Consultant Services	<input type="text" value="0"/>
4. Computer (ADPE) Services	<input type="text" value="0"/>
5. Subcontracts	<input type="text" value="0"/>
6. Other	<input type="text" value="0"/>
<b>Total Other Direct Costs: \$ 0</b>	
<input type="button" value="Calculate"/>	

**H. Total Direct Costs** section: Click **“Calculate”** and the total of items A through G will update.

H. Total Direct Costs	
<b>Total Direct Costs (A THROUGH G): \$ 0</b>	
<input type="button" value="Calculate"/>	

**I. Indirect Costs** section: The budgeted indirect costs must be in line with your organization’s past actual spending patterns. Note that the total sum of requested Indirect Costs (line I) plus Fringe Benefits (line C) cannot exceed 150% of the total Direct Labor Costs (line A + line B). Enter the requested amount, then click **“Calculate”**.

I. Indirect Costs				
Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<b>Total Indirect Costs:</b>				<b>\$ 0</b>
<input type="button" value="Calculate"/>				

**J. Total Direct and Indirect Costs** section: Click **“Calculate”** and the total of items H and I will update.

J. Total Direct And Indirect Costs	
<b>Total Direct and Indirect Costs (H + I): \$ 0</b>	
<input type="button" value="Calculate"/>	

**K. Residual Funds** section: The “Residual Funds” line is used to request a fee (profit) for the small business. If requested, the maximum amount of this profit must not exceed 7% of line item J. Click **“Calculate”** to update the amount.

K. Residual Funds					
If requested, maximum equals 7% of J.					
<table border="1"> <thead> <tr> <th>Description</th> <th>Residual Funds</th> </tr> </thead> <tbody> <tr> <td>Residual Funds</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>	Description	Residual Funds	Residual Funds	<input type="text" value="0"/>	<input type="button" value="Calculate"/>
Description	Residual Funds				
Residual Funds	<input type="text" value="0"/>				

**L. Total Cost and Fee** section: After all applicable line items have been inputted into your budget, click **“Calculate and Save”**; then click **“Go Back”** to return to the “Project Budget” screen.

**L. Total Cost and Residual Funds**

Total cost and Residual Funds (J + K):	Funds Requested By Proposer \$ 0
----------------------------------------	-------------------------------------

The cumulative budget will auto-populate after the completion of the “Year 1” and, if applicable, the subawardee budget.

**IMPORTANT NOTE - All non-zero budget line items MUST be explained in the budget justification. Additionally, letters of commitment from any consultants should also be included as part of the budget justification. See section 9.f.3 of the solicitation for more details.**

**12a. Budget Justification section:** To complete the budget justification page, click on the “**Budget Justification**” hyperlink under your company name.

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution	1	Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
<a href="#">Add Year</a> <a href="#">Budget Justification</a>					
<a href="#">Add Another Organization</a>					
<input type="button" value="Delete Checked Year(s)"/>					
<input type="button" value="Go Back"/>					

[SpreadSheet Support](#)

After cutting and pasting/typing details in text box, click “**Save Text**” and then “**Go Back**” to return to the “Project Budget” screen.

**Budget Justification**

Enter text for the Budget Justification or click on “Transfer File” to upload a file

If uploading a file, click “**Transfer File**” on the above screen.

Then, follow the instructions on the below screen and click “**Upload File**” to upload document. Once the budget justification is complete, click “**Go Back**” until you return to the “Form Preparation” screen or until you return to the “Project Budget” screen to add a subawardee.



**Budget Justification for NSF**  
  
**NEW! File uploads no longer have to be in PDF format!**  
  
 In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.  
  
 Follow this link for a list of [Supported file formats](#) (Opens new window).  
  
 Follow this link for [New Upload Instructions](#) (Opens new window).  
  
 Enter the name and location of the file to upload  
 or click on the **Browse** button to select the file to upload

12b. Subawardee Budget section: Click **“Add Another Organization”** if a subawardee budget is required.

Organization	Year	Project Budget	Amount	Delete	Last Mod. Date
<b>Test Institution</b> <a href="#">Add Year</a> <a href="#">Budget Justification</a>	1	Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01

[Add Another Organization](#)
[SpreadSheet Support](#)

To add the organization to the budget, complete a search by the organization’s name or DUNS number.

**Current Budget Organizations**  

Name	Org. Id.
Test Institution	5300010004

Add Organization - use any one of the following:  
 Name Search (ex. Coms@)   ☒ Begins With   ☐ Ends With   ☐ Contains

Highlight the appropriate organization from the results that appear in the box; then click **“Select”**.

**Name - Inst ID**  

test-53000000077  
 Test Aug - P269756947  
 test joe m - P269820862  
 Test Just A - P269788118  
 test test W - P269707222  
 Test Analysis & Development Corporation - 4001504000  
 Test Both Institution For DIS Use Only - 5300000000  
 test for deete - 5300012504

**Note:** The organization needs to be registered with NSF if it does not appear in the list. Call the FastLane Help Desk at 800-673-6188 for assistance with this process.

Highlight the subawardee PI from the listing of “Senior Personnel” participants that were added earlier in the process, then click **“Select”**.

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Revised 04/12/2013

Principal Investigator Designation for test - 5300008977  
Please designate the Principal Investigator on this subcontract.

Currently PI is set to (none selected)

AB

John Doe

Select

Return to the **“Project Budget”** screen and follow the previous instructions for adding the below data to the subawardee budget and budget justification when applicable. (Note: Subaward budget cannot include funds for “Permanent Equipment”, “Participant Support Costs”, or “Residual Funds”.)

- ✓ Years
- ✓ Senior Personnel/Other Personnel
- ✓ Fringe Benefits
- ✓ Travel
- ✓ Other Direct Costs
- ✓ Total Direct Costs
- ✓ Indirect Costs
- ✓ Total Direct and Indirect Costs
- ✓ Total Cost and Residual Funds

**\* When applicable, provide quotes, price lists etc. (same as the main budget) in the budget justification. Do not upload quotes to the Supplementary Documents module.**

Project Budget					
Organization	Year	Amount	Delete	Last Mod. Date	
Test Institution	1	Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 13:52:01
<a href="#">Add Year</a> <a href="#">Budget Justification</a>					
<input type="checkbox"/> test	1	Funds - Personnel	\$0	<input type="checkbox"/>	Jun-17-2011 15:22:31
<a href="#">Add Year</a> <a href="#">Change PI</a> <a href="#">Change Org.</a> <a href="#">Budget Justification</a>					

[Add Another Organization](#) [SpreadSheet Support](#)

After completing all budget requirements, click **“Go Back”** to return to the “Form Preparation” screen.

## PLEASE REVIEW THE SAMPLE BUDGETS AND BUDGET JUSTIFICATIONS ON THE FOLLOWING PAGES

These sample budgets provide you with the level of detail NSF requires for all SBIR/STTR proposals. Too much information is always better than not enough.

If you have questions regarding the budget preparation call the cognizant Program Director for guidance and clarification.

## Sample budget for FastLane data entry:

### Budget Year 1 for Test Institution

[A. Senior Personnel](#) | [B. Other Personnel](#) | [C. Fringe Benefits](#) | [D. Equipment](#) | [E. Travel](#) | [F. Participant Support Costs](#)  
[G. Other Direct Costs](#) | [H. Total Direct Costs](#) | [I. Indirect Costs](#) | [J. Total Direct And Indirect Costs](#) | [K. Residual Funds](#)  
[L. Total Cost and Residual Funds](#)  
[Bottom of Page](#)

#### A. Senior Personnel

Name	Title	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
Jane Smith	Chief Technical Off	2.0	0.0	0.0	16640
Total Senior Personnel: 1		2.0	0.0	0.0	\$ 16640

[Add/Remove Senior Personnel](#)

Calculate

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#### B. Other Personnel

Number of Personnel	Type of Personnel	Calendar Months	Academic Months	Summer Months	Funds Requested By Proposer
0	Post Doctoral Scholars	0.0	0.0	0.0	0
3	Other Professionals (Technicians, etc.)	10.0	0.0	0.0	35360
0	Graduate Students				0
0	Undergraduate Students				0
0	Secretarial - clerical				0
0	Other				0
Total Other Personnel: 3					\$ 35360

Total Salaries and Wages (A + B): \$ 52000

#### C. Fringe Benefits

Description	Funds Requested By Proposer
Fringe Benefits ( If charged as direct costs )	10400

Total Salaries, Wages and Fringe Benefits (A + B + C): \$ 62400

Calculate

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#### D. Equipment

List items and dollar amount for each item exceeding \$5000.

Equipment Item	Check here to delete item	Dollar Amount	Funds Requested By Proposer
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
4. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
5. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
6. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
7. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
8. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
9. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
10. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	
Total Equipment:			\$ 0

Calculate

[Top of Page](#) | [Bottom of Page](#)

**E. Travel**

Description	Funds Requested By Proposer
1. Travel Domestic (incl. Canada, Mexico and U.S. Possessions)	4930
2. Travel Foreign	0
<b>Total Travel:</b>	<b>\$ 4930</b>

[Top of Page](#) | [Bottom of Page](#)**F. Participant Support Costs**

Description	Costs	Funds Requested By Proposer
1. Stipends	0	
2. Travel	0	
3. Subsistence	0	
4. Other	0	
Number of Participants	0	
<b>Total Participant Support Costs:</b>		<b>\$ 0</b>

[Top of Page](#) | [Bottom of Page](#)**G. Other Direct Costs**

Description	Funds Requested By Proposer
1. Materials and Supplies	11000
2. Publication Costs/Documentation/distrib	0
3. Consultant Services	6000
4. Computer (ADPE) Services	0
5. Subcontracts	35000
6. Other	3500
<b>Total Other Direct Costs:</b>	<b>\$ 55500</b>

[Top of Page](#) | [Bottom of Page](#)**H. Total Direct Costs**

**Total Direct Costs (A THROUGH G):** **\$ 122830**

**I. Indirect Costs**

Indirect Cost Item	Rate %	Base	Check here to delete item	Funds Requested By Proposer
1. Total salaries and wages	40.0	52000	<input type="checkbox"/>	20800
2.				
3.				
4.				
5.				
6.				
<b>Total Indirect Costs:</b>				<b>\$ 20800</b>

[Top of Page](#) | [Bottom of Page](#)**J. Total Direct And Indirect Costs**

**Total Direct and Indirect Costs (H + I):** **\$ 143630**

[Top of Page](#) | [Bottom of Page](#)

### K. Residual Funds

If requested, maximum equals 7% of J.

Description	Residual Funds
Residual Funds	6370

Calculate

[Top of Page](#)

### L. Total Cost and Residual Funds

Funds  
Requested By  
Proposer

Total cost and Residual Funds (J + K): \$ 150000

Calculate & Save

Go Back

Click the "Print" tab on the right-hand side to see the PDF version of the budget.

Project Budget					Last Mod. Date
Organization	Year	Amount	Delete		
Test Institution	1 Funds - Personnel	\$150,000	<input type="checkbox"/>		Aug-31-2011 18:53:13
<a href="#">Add Year</a> <a href="#">Budget Justification</a>					
<input type="checkbox"/> Brown University	1 Funds - Personnel	\$35,000	<input type="checkbox"/>		Sep-01-2011 12:22:34
<a href="#">Add Year</a> <a href="#">Change FI</a> <a href="#">Change Org.</a> <a href="#">Budget Justification</a>					

[Add Another Organization](#) [SpreadSheet Support](#)

NAVIGATION

PROPOSALS

PRINT

FORMS

BIO SKETCH

BUDGET

COLLABORATION

COVER

INSTITUTION

ROUTING

DESCRIPTION

DATA MGMT PLAN

MENTORING

DEVIATION

FACILITIES

REFERENCE

REVIEWERS

SENIOR PER.

SINGLE DOCS

SUMMARY

SUPPORT

SUPP. DOCS

PI INFO

LOGON

# **Sample budget populated as PDF:**

SUMMARY PROPOSAL BUDGET				YEAR 1	
ORGANIZATION Test Institution				FOR NSF USE ONLY	
				PROPOSAL NO.	DURATION (months)
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR Jane Smith				Proposed	Granted
				AWARD NO.	
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-months	Funds Requested By proposer
				CAL	ACAD
				SUMR	Funds granted by NSF (if different)
1. Jane Smith - Chief Technical Officer				2.00	0.00
2.					
3.					
4.					
5.					
6. ( 0 ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00
7. ( 1 ) TOTAL SENIOR PERSONNEL (1 - 6)				2.00	0.00
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( 0 ) POST DOCTORAL SCHOLARS				0.00	0.00
2. ( 3 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				10.00	0.00
3. ( 0 ) GRADUATE STUDENTS					
4. ( 0 ) UNDERGRADUATE STUDENTS					
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. ( 0 ) OTHER					
TOTAL SALARIES AND WAGES (A + B)					52,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					10,400
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					62,400
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
TOTAL EQUIPMENT					0
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					4,930
2. FOREIGN					0
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$ 0					
2. TRAVEL 0					
3. SUBSISTENCE 0					
4. OTHER 0					
( 0 ) TOTAL PARTICIPANT COSTS					0
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					11,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					0
3. CONSULTANT SERVICES					6,000
4. COMPUTER SERVICES					0
5. SUBAWARDS					35,000
6. OTHER					3,500
TOTAL OTHER DIRECT COSTS					55,500
H. TOTAL DIRECT COSTS (A THROUGH G)					122,830
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE) Salaries and Wages (Rate: 40.0000, Base: 52000)					
TOTAL INDIRECT COSTS (F&A)					20,800
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					143,630
K. RESIDUAL FUNDS (IF REQUESTED MAXIMUM = 7% OF J)					6,370
L. TOTAL COST AND RESIDUAL FUNDS (J + K)					\$ 150,000 \$
PI/PD NAME Jane Smith				FOR NSF USE ONLY	
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION	
				Date Checked	Date Of Rate Sheet
				Initials - ORG	

1\*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

# SUMMARY PROPOSAL BUDGET

Cumulative

ORGANIZATION				FOR NSF USE ONLY		
Test Institution				PROPOSAL NO.	DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR				AWARD NO.	Proposed	Granted
Jane Smith						
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-months		Funds Requested By proposer
				CAL	ACAD	SUMR
1. Jane Smith - Chief Technical Officer				2.00	0.00	0.00
2.						
3.						
4.						
5.						
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00	0.00
7. ( 1 ) TOTAL SENIOR PERSONNEL (1 - 6)				2.00	0.00	0.00
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1. ( 0 ) POST DOCTORAL SCHOLARS				0.00	0.00	0.00
2. ( 3 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				10.00	0.00	0.00
3. ( 0 ) GRADUATE STUDENTS						
4. ( 0 ) UNDERGRADUATE STUDENTS						
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)						
6. ( 0 ) OTHER						
TOTAL SALARIES AND WAGES (A + B)						52,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						10,400
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)						62,400
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)						
TOTAL EQUIPMENT						0
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)						4,930
2. FOREIGN						0
F. PARTICIPANT SUPPORT COSTS						
1. STIPENDS \$ 0						0
2. TRAVEL 0						0
3. SUBSISTENCE 0						0
4. OTHER 0						0
( 0 ) TOTAL PARTICIPANT COSTS						0
G. OTHER DIRECT COSTS						
1. MATERIALS AND SUPPLIES						11,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION						0
3. CONSULTANT SERVICES						6,000
4. COMPUTER SERVICES						0
5. SUBAWARDS						35,000
6. OTHER						3,500
TOTAL OTHER DIRECT COSTS						55,500
H. TOTAL DIRECT COSTS (A THROUGH G)						122,830
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)						
TOTAL INDIRECT COSTS (F&A)						20,800
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)						143,630
K. RESIDUAL FUNDS (IF REQUESTED MAXIMUM = 7% OF J)						6,370
L. TOTAL COST AND RESIDUAL FUNDS (J + K)						\$ 150,000
PI/PD NAME				FOR NSF USE ONLY		
Jane Smith				INDIRECT COST RATE VERIFICATION		
ORG. REP. NAME*				Date Checked	Date Of Rate Sheet	Initials - ORG

C\*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

## Sample sub-award budget populated as PDF:

SUMMARY PROPOSAL BUDGET				YEAR 1		FOR NSF USE ONLY	
ORGANIZATION <b>Brown University</b>				PROPOSAL NO.		DURATION (months)	
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR <b>Fred Johnson</b>				AWARD NO.		Proposed	Granted
A. SENIOR PERSONNEL: PI/PI, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Person-months		Funds Requested By proposer	Funds granted by NSF (if different)
				CAL	ACAD	SUMR	
1. <b>Fred Johnson - Project Lead</b>				2.00	0.00	0.00	\$ 10,000
2.							
3.							
4.							
5.							
6. ( 0 ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00	0.00	0
7. ( 1 ) TOTAL SENIOR PERSONNEL (1 - 6)				2.00	0.00	0.00	10,000
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. ( 1 ) POST DOCTORAL SCHOLARS				2.00	0.00	0.00	9,000
2. ( 0 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				0.00	0.00	0.00	0
3. ( 0 ) GRADUATE STUDENTS							0
4. ( 0 ) UNDERGRADUATE STUDENTS							0
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							0
6. ( 0 ) OTHER							0
TOTAL SALARIES AND WAGES (A + B)							19,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							0
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)							19,000
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)							
TOTAL EQUIPMENT							0
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)							0
2. FOREIGN							0
F. PARTICIPANT SUPPORT COSTS							
1. STIPENDS \$ _____ 0							
2. TRAVEL _____ 0							
3. SUBSISTENCE _____ 0							
4. OTHER _____ 0							
( 0 ) TOTAL PARTICIPANT COSTS							0
G. OTHER DIRECT COSTS							
1. MATERIALS AND SUPPLIES							4,200
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION							0
3. CONSULTANT SERVICES							0
4. COMPUTER SERVICES							0
5. SUBAWARDS							0
6. OTHER							0
TOTAL OTHER DIRECT COSTS							4,200
H. TOTAL DIRECT COSTS (A THROUGH G)							23,200
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE) Overhead (Rate: 50.8600, Base: 23200)							
TOTAL INDIRECT COSTS (F&A)							11,800
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)							35,000
K. RESIDUAL FUNDS (IF REQUESTED MAXIMUM = 7% OF J)							0
L. TOTAL COST AND RESIDUAL FUNDS (J + K)							\$ 35,000
PI/PI NAME <b>Fred Johnson</b>				FOR NSF USE ONLY			
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION			
				Date Checked	Date Of Rate Sheet	Initials - ORG	

1 \*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET



# SUMMARY PROPOSAL BUDGET

Cumulative

ORGANIZATION <b>Brown University</b>				FOR NSF USE ONLY		
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR <b>Fred Johnson</b>				PROPOSAL NO.	DURATION (months)	
				AWARD NO.	Proposed	Granted
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF Funded Personnel months	Funds Requested By proposer	Funds granted by NSF (if different)
1. <b>Fred Johnson - Project Lead</b>				CAL 2.00	ACAD 0.00	SUMR 0.00 \$ 10,000 \$
2.						
3.						
4.						
5.						
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)				0.00	0.00	0.00 0
7. ( 1 ) TOTAL SENIOR PERSONNEL (1 - 6)				2.00	0.00	0.00 10,000
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)						
1. ( 1 ) POST DOCTORAL SCHOLARS				2.00	0.00	0.00 9,000
2. ( 0 ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				0.00	0.00	0.00 0
3. ( 0 ) GRADUATE STUDENTS						0
4. ( 0 ) UNDERGRADUATE STUDENTS						0
5. ( 0 ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)						0
6. ( 0 ) OTHER						0
TOTAL SALARIES AND WAGES (A + B)						19,000
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)						0
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)						19,000
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)						
TOTAL EQUIPMENT						0
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)						0
2. FOREIGN						0
F. PARTICIPANT SUPPORT COSTS						
1. STIPENDS \$ 0						
2. TRAVEL 0						
3. SUBSISTENCE 0						
4. OTHER 0						
( 0 ) TOTAL PARTICIPANT COSTS						0
G. OTHER DIRECT COSTS						
1. MATERIALS AND SUPPLIES						4,200
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION						0
3. CONSULTANT SERVICES						0
4. COMPUTER SERVICES						0
5. SUBAWARDS						0
6. OTHER						0
TOTAL OTHER DIRECT COSTS						4,200
H. TOTAL DIRECT COSTS (A THROUGH G)						23,200
I. INDIRECT COSTS (F&A)(SPECIFY RATE AND BASE)						
TOTAL INDIRECT COSTS (F&A)						11,800
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)						35,000
K. RESIDUAL FUNDS (IF REQUESTED MAXIMUM = 7% OF J)						0
L. TOTAL COST AND RESIDUAL FUNDS (J + K)						\$ 35,000 \$
PI/PD NAME <b>Fred Johnson</b>				FOR NSF USE ONLY		
ORG. REP. NAME*				INDIRECT COST RATE VERIFICATION		
				Date Checked	Date Of Rate Sheet	Initials - ORG

C\*ELECTRONIC SIGNATURES REQUIRED ONLY FOR REVISED BUDGET

## **Sample Budget Justification:**

### **A.1. Senior Personnel**

Dr. Jane Smith, Chief Technical Officer, will work two person-months on the project (line A.1) at an hourly rate of \$48/hr.  $2 \text{ months} * 173.33\text{hrs/month} * \$48/\text{hr} = \$16,640$ .

### **B. Other Personnel**

Three other personnel will work on the project (line B.2).

An electrical engineer, Mr. Michael Jones, will spend four months of effort building the prototype amplifier circuitry, at a rate of \$24/hour.  $4 \text{ months} * 173.33\text{hrs/month} * \$24/\text{hr} = \$16,640$ .

Two technicians will spend a total of three months each doing electrical and mechanical characterization, respectively, at a rate of \$18/hour.  $6 \text{ months} * 173.33\text{hrs/month} * \$18/\text{hr} = \$18,720$ .

### **C. Fringe Benefits**

Fringe benefits are requested to cover medical, dental, and vision coverage for employees. The fringe benefits rate, based on company records, is 20% of direct labor costs. Therefore, requested fringe benefits are  $0.20 * \$52,000 \text{ (total direct labor)} = \$10,400$ .

### **E. Travel**

Dr. Smith and Mr. Jones will travel to the Grantees Workshop, at an estimated cost of \$2,000 per person. Total cost for this trip is \$4,000. Dr. Smith will also make one two-day trip to visit collaborators at Brown University. This trip will include round-trip airfare (\$400), two nights at a hotel (\$300), meals (\$80), and a rental car (\$150). Total cost for this trip is \$930. Total budgeted travel is \$4,930.

### **G.1. Materials and Supplies**

The following is a list of materials and supplies to purchase, with quantity, unit cost, and total cost. Items with a total line item cost over \$5,000 have quotes or pricing documentation included as separate pages in this budget justification.

Chemical precursors: \$150/unit, 20 units, \$3,000.

Specialized alloys: \$600/kg, 10 kg, \$6,000.

Temperature sensors: \$250/unit, 8 units, \$2,000.

Total budgeted materials and supplies is \$11,000.

### **G.3. Consultant Services**

Dr. I. D. Snow will be our consultant. She will work for a total of ten days (**80 hours/8 hours per day**) at the maximum consultant rate of \$600/day. Total requested costs are \$6,000. A copy of the signed commitment letter from Dr. Snow is included with this budget justification.

### **G.5. Subawards**

One subaward has been reached with Brown University. A signed letter of commitment from the subaward lead, Dr. Fred Johnson, is included in the proposal package. **A full subaward budget and budget justification is also included with the proposal (*see below*).** The total subaward amount is \$35,000.

### **G.6 Other**

ABC Machining will manufacture two sample holders, requiring an estimated 20 hours of effort. The rate for this service is \$75/hour. Total cost is  $20 * \$75 = \$1,500$ . We will also pay for use of electron microscopes at Purdue University, with a total of 10 hours budgeted. The cost for outside industrial users (see attached price list) is \$200/hour, for a total cost of \$2,000. Total “other” costs are \$3,500.

### **I. Indirect Costs**

The indirect rate for this project is 40% of total salaries and wages, for a total of  $\$52,000 * 40\% = \$20,800$ .

### **K. Fee**

The fee is calculated as 4.43% of the total direct plus indirect costs (line J), or \$6,370. Taking the maximum allowed fee of 7% would lead to a project budget over the \$150,000 limit for Phase I.

## **Sub-Award Budget Justification:**

### **A.1. Senior Personnel**

Prof. Fred Johnson, project lead on the subaward, will commit two summer months of effort to the project (line A.1), at a cost of \$10,000.

### **B. Other Personnel**

One postdoctoral researcher will spend 2 months on the project, at a monthly rate of \$4,500. Total cost is \$9,000. *A “Post-Doctoral Mentoring Plan” is included in the Supplementary Documents as required to support this budget line.*

### **G.1. Materials and Supplies**

The subaward budget includes \$4,200 for materials and supplies to cover the cost of reagents, glassware, and precursors.

### **I. Indirect Costs**

Per the University’s guidelines, the overhead rate on the project will be 50.9%. The total indirect costs will be 50.9% of the \$23,200 in direct costs, or \$11,800.

13. Click on the “Go” button to the left of “Facilities, Equipment, and Other Resources”:

Forms for Temp. Proposal #7154556  
SBIR Phase I test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	

**Single Copy Documents**

<input type="button" value="GO"/> PI/Co-PI Information	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Upload a description that specifies significant equipment, instrumentation, computers, and physical facilities necessary to complete the project. For facilities and equipment which will be used, but which are not owned by the company, demonstrate that the company has or will have access to these resources. *Purchase of permanent equipment is NOT permitted in an SBIR/STTR Phase I project.*

A completed “Facilities, Equipment and Other Resources” document should include the below information (if applicable).

- ✓ Laboratory
- ✓ Clinical
- ✓ Animal
- ✓ Computer
- ✓ Office
- ✓ Other
- ✓ Major Equipment
- ✓ Other Resources

Facilities, Equipment, and Other Resources

**Instructions:** Upload an aggregated description of the internal and external resources (both physical and personnel) that the organization and its collaborators will provide to the project, should it be funded. Describe only those resources that are directly applicable. The description should be narrative in nature and must not include any quantifiable financial information. If there are no Facilities, Equipment, or Other Resources identified, a statement to that effect should be indicated in this section and uploaded into FastLane. See GPG II.C.2.1 for more information.

**This document is required for all proposals to NSF**

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

## Facilities, Equipment, and Other Resources

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

14. Click on the “Go” button to the left of “Project Summary”:

Forms for Temp. Proposal #7154556  
SBIR Phase I test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

Data Management Plan

Mentoring Plan<sup>1</sup>

Project Summary with Special Characters

Other Supplementary Docs

**Single Copy Documents**

PI/Co-PI Information

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

The SBIR/STTR Phase I Project Summary has three required sections:

- ✓ **Overview**
- ✓ **Intellectual Merit**
- ✓ **Broader/Commercial Impact**

The aggregate of the three text boxes cannot exceed 4,600 characters. The maximum number of lines that may be included on a page is 51. Information must be entered in each of the three text boxes for FastLane to allow submission of the Project Summary.

The first paragraph of the Intellectual Merit **MUST** begin with ***“This Small Business Innovation Research Phase I project”*** or ***“This Small Business Technology Transfer Phase I project”***, as appropriate.

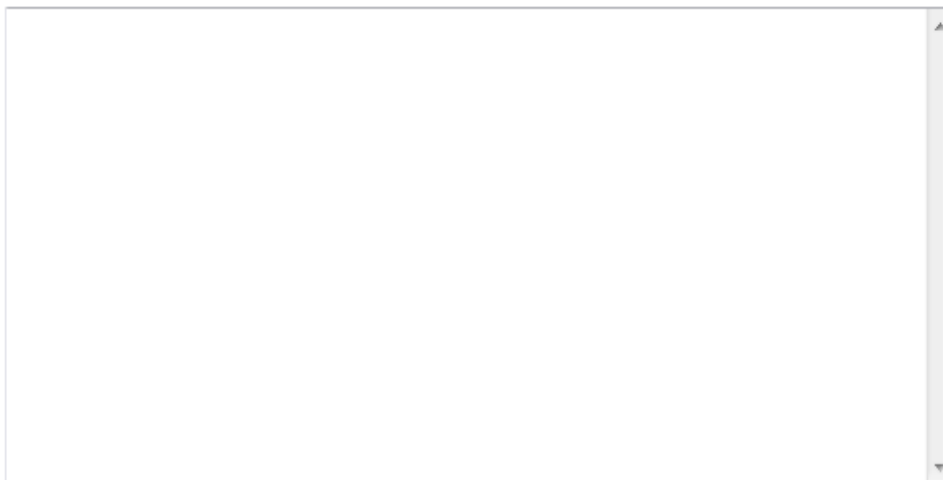
Type the “Project Summary” in the below text boxes. When this section is completed, click **“Save”** and then **“OK”** to return to the “Form Preparation” screen. **Information MUST be entered into all three text boxes, or the proposal will not be accepted.**

**DO NOT use the option to upload the Project Summary into the Supplementary Documents**

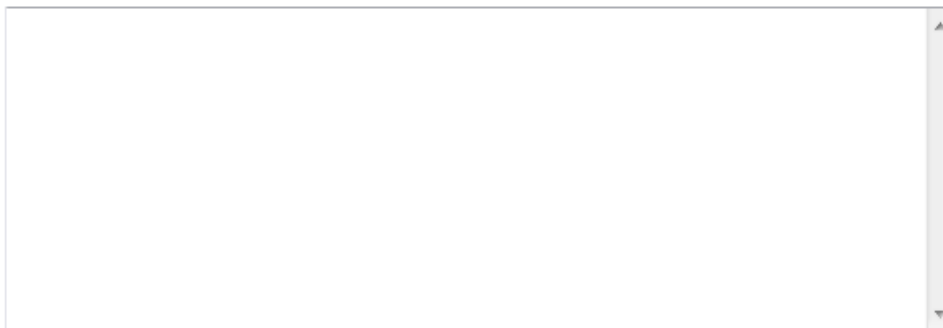
NO!

☒ Check here if your Project Summary is uploaded as a Supplementary Document.

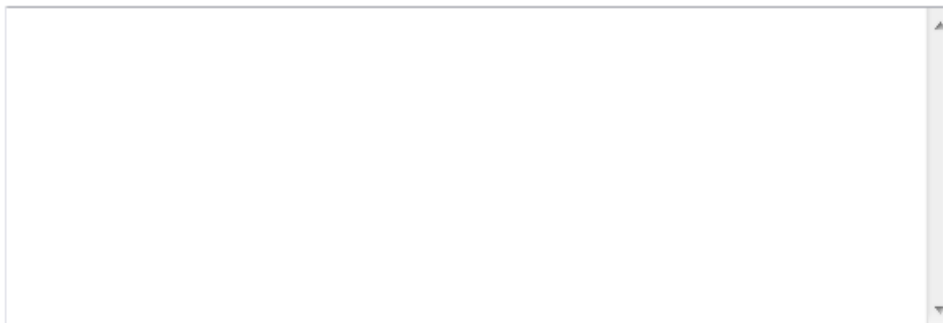
Overview:

A large, empty rectangular text area with a light gray border and a vertical scrollbar on the right side.

Intellectual Merit:

A large, empty rectangular text area with a light gray border and a vertical scrollbar on the right side.

Broader Impacts:

A large, empty rectangular text area with a light gray border and a vertical scrollbar on the right side.

Save

Reset

Go Back

15. Click on the “Go” button to the left of “Project Description”:

Forms for Temp. Proposal #7154556  
SBIR Phase I test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			
<b>Supplementary Documents</b>			
		<input type="button" value="GO"/> Data Management Plan	
		<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
		<input type="button" value="GO"/> Project Summary with Special Characters	
		<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
<b>Single Copy Documents</b>		<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A		
<input type="button" value="GO"/> Additional Single Copy Documents			

The SBIR/STTR Phase I Project Description has seven **required** sections, which should be included in a single document. Please consult the solicitation for detailed instructions about what should be included in each section. Please organize the Project Description in this order, and label each part accordingly.

- ✓ **Part 1: Identification and Significance of the Innovation**
- ✓ **Part 2: Background and Phase I Technical Objectives**
- ✓ **Part 3: Phase I Research Plan**
- ✓ **Part 4. Commercial Potential**
- ✓ **Part 5. Consultants and Subawards/Subcontracts**
- ✓ **Part 6. Equivalent or Overlapping Proposals to Other Federal Agencies**
- ✓ **Part 7: Lineage of the Innovation**

Follow the instructions on the below screen, then click “**Upload File**” to upload the document. Click “**Go Back**” until you return to the “Form Preparation” screen.

**The Project Description (complete file) cannot exceed 15 pages or the proposal will be Returned Without Review.**

**Do not include References Cited at the end of the Project Description. There is a separate module to indicate references.**

## Project Description

**NEW! File uploads no longer have to be in PDF format!**

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

16. Click on the “Go” button to the left of “Biographical Sketches”:

Forms for Temp. Proposal #7154556  
SBIR Phase I: test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

Data Management Plan

Mentoring Plan<sup>1</sup>

Project Summary with Special Characters

Other Supplementary Docs

**Single Copy Documents**

PI/Co-PI Information

Deviation Authorization(if applicable)

List of Suggested Reviewers (optional)

Additional Single Copy Documents

Provide relevant biographical information for the PI, key personnel, subawardees and consultants. Include the following information in each biographical sketch:

- ✓ **Present and past employment**
- ✓ **Education (highest degree and year)**
- ✓ **Professional experience**

Click “Go” beside the appropriate persons’ name to upload their biographical sketch.

**Note** – Biographical sketches may be uploaded individually or as one file (under the PI). Bio sketches are not to exceed two pages per person.

**IMPORTANT NOTE:** You can now upload all of your proposal biosketches as one file by clicking on the Principal Investigator's (PI) button and then clicking on "Transfer File." On that screen, click on the "Browse" button to select the file and then click on the "Upload File" button and follow the instructions.

Personnel assigned to proposal 7154556

<input type="button" value="Go"/> A.B.	PI	<input type="button" value="Nothing"/>
<input type="button" value="Go"/> John Doe	Senior Person	<input type="button" value="Nothing"/>

**Biographical sketches for Senior Personnel (as listed in the budget) are required for all proposals to NSF.**



Type/Upload the “Biographical Sketch” in the below text box. When this section is completed, click **“Go Back”** to return to the “Form Preparation” screen.

If uploading a file, click **“Transfer File”** on the above screen.

Follow the instructions on the below screen, then click **“Upload File”** to upload document. Click **“Go Back”** until you return to the “Form Preparation” screen.

17. Click on the **“Go”** button to the left of **“Current & Pending Support”**:

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

Supplementary Documents	
<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11

Single Copy Documents	
<input type="button" value="GO"/> PI/Co-PI Information	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

Click the radio button beside the appropriate person's name and then click **"New Form"** to upload their Current & Pending Support.

**Current and Pending Support**

Note: You can upload all Current and Pending support items of your proposal as one PDF file by selecting the PI's name and either editing an existing form or creating a new one.

Existing Support Forms	Current PI, Co-PIs, and Senior Personnel
No forms have been created yet.	<input checked="" type="radio"/> A.B. <input type="radio"/> John Doe

[New Form](#)

[Go Back](#)

Fill in all the required information, click **"Save Text"** and then **"Go Back"** until you return to the "Form Preparation" screen.

**Current and Pending Support**

For A.B. on proposal# 7154556

**Form Specific Instructions**  
Enter all dates in the format mm/dd/yy.  
Press the 'Go Back' button to return to the list of all PIs/CoPIs and their support items.

Project/Proposal Title:

Source of Support:

Project Location:

Total Award Amount (#####):  Starting Date (MM/DD/YY):   
Ending Date (MM/DD/YY):

**Support Type**

☒ Current    ☐ Submission Planned in Near Future  
☐ Pending    ☐ Transfer of Support (see [Note On Transfer](#))

**Person-months Per Year Committed to the Project**

Calendar (###/##):  Academic (##/##):  Summer (##/##):

**Note On Transfer:**  
If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

[Back to Support Types](#)

[Save Text](#)    [Delete Text](#)    [Transfer File](#)  
[Go Back](#)

If uploading a file, click **"Transfer File"** on the above screen.

**NSF considers the Phase I Proposal being submitted as "Pending Support". Therefore, ALL proposals being submitted must have at least one entry in the "Current & Pending Support" module.**

Follow the instructions on the below screen, then click **"Upload File"** to upload the document. Click **"Go Back"** until you return to the "Form Preparation" screen.

**Current and Pending Support**

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Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

[Browse...](#)

[Upload File](#)

[Go Back](#)

18. Click on the “Go” button to the left of “Data Management Plan”:

Forms for Temp. Proposal #7154556  
SBIR Phase I: test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11

**Single Copy Documents**

<input type="button" value="GO"/> PI/Co-PI Information	N/A	<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)		<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A	<input type="button" value="GO"/> Link Collaborative Proposals	
<input type="button" value="GO"/> Additional Single Copy Documents			

Proposals **must** contain a supplementary document labeled "Data Management Plan" which can simply consist of the statement, ***"All data generated in this SBIR (or STTR) Phase I project is considered proprietary."***

Follow the instructions on the below screen, then click “Upload File” to upload the document. Click “Go Back” until you return to the “Form Preparation” screen.

**Data Management Plan**

**NEW! File uploads no longer have to be in PDF format!**

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

19. Click on the “Go” button to the left of “Mentoring Plan”:

Forms for Temp. Proposal #7154556  
SBIR Phase I test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

Form	Saved	Form	Saved
<input type="button" value="GO"/> Cover Sheet	05/30/12	<input type="button" value="GO"/> Project Summary	01/14/13
<input type="button" value="GO"/> Table of Contents	N/A	<input type="button" value="GO"/> Project Description	
<input type="button" value="GO"/> References Cited		<input type="button" value="GO"/> Biographical Sketches	07/06/11
<input type="button" value="GO"/> Budgets (Including Justification)	09/01/11	<input type="button" value="GO"/> Current and Pending Support	08/18/11
<input type="button" value="GO"/> Facilities, Equipment, and Other Resources			

**Supplementary Documents**

<input type="button" value="GO"/> Data Management Plan	
<input type="button" value="GO"/> Mentoring Plan <sup>1</sup>	
<input type="button" value="GO"/> Project Summary with Special Characters	
<input type="button" value="GO"/> Other Supplementary Docs	07/06/11
<input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel	N/A
<input type="button" value="GO"/> Change PI	
<input type="button" value="GO"/> Link Collaborative Proposals	

**Single Copy Documents**

<input type="button" value="GO"/> PI/Co-PI Information	N/A
<input type="button" value="GO"/> Deviation Authorization(if applicable)	
<input type="button" value="GO"/> List of Suggested Reviewers (optional)	N/A
<input type="button" value="GO"/> Additional Single Copy Documents	

If the SBIR or STTR proposal contains a sub-award budget to an academic institution, and that institution is requesting funding for postdoctoral researchers, a “Post Doc Mentoring Plan” must be included as a supplementary document in this proposal. Otherwise, you may skip this section. **Note that employees of the small business or other for-profit companies DO NOT count as postdocs, as they relate to this requirement, and should not be budgeted on line B.1.**

More information can be found at: [http://www.nsf.gov/pubs/policydocs/pappguide/nsf09\\_29/gpg\\_2.jsp#IIC2j](http://www.nsf.gov/pubs/policydocs/pappguide/nsf09_29/gpg_2.jsp#IIC2j)

Follow the instructions on the below screen, then click “Upload File” to upload document. Click “Go Back” until you return to the “Form Preparation” screen.

**Mentoring Plan**

**NEW! File uploads no longer have to be in PDF format!**

In addition to PDF files, users can now upload a variety of word-processor files and PostScript files. These files will automatically be converted to PDF format.

Follow this link for a list of [Supported file formats](#) (Opens new window).

Follow this link for [New Upload Instructions](#) (Opens new window).

Enter the name and location of the file to upload  
or click on the **Browse** button to select the file to upload

20. Click on the “Go” button to the left of “Other Supplementary Docs”:

Forms for Temp. Proposal #7154556  
SBIR Phase I: test title

**Form Preparation**

To prepare a form, click on the appropriate button below.

<p style="text-align: center;"><b>Form</b></p> <p><input type="button" value="GO"/> Cover Sheet</p> <p><input type="button" value="GO"/> Table of Contents</p> <p><input type="button" value="GO"/> References Cited</p> <p><input type="button" value="GO"/> Budgets (Including Justification)</p> <p><input type="button" value="GO"/> Facilities, Equipment, and Other Resources</p> <p><b>Single Copy Documents</b></p> <p><input type="button" value="GO"/> PI Co-PI Information</p> <p><input type="button" value="GO"/> Deviation Authorization(if applicable)</p> <p><input type="button" value="GO"/> List of Suggested Reviewers (optional)</p> <p><input type="button" value="GO"/> Additional Single Copy Documents</p>	<p><b>Saved</b></p> <p>05/30/12</p> <p>N/A</p> <p>09/01/11</p> <p>N/A</p> <p>N/A</p>	<p style="text-align: center;"><b>Form</b></p> <p><input type="button" value="GO"/> Project Summary</p> <p><input type="button" value="GO"/> Project Description</p> <p><input type="button" value="GO"/> Biographical Sketches</p> <p><input type="button" value="GO"/> Current and Pending Support</p> <p><b>Supplementary Documents</b></p> <p><input type="button" value="GO"/> Data Management Plan</p> <p><input type="button" value="GO"/> Mentoring Plan<sup>1</sup></p> <p><input type="button" value="GO"/> Project Summary with Special Characters</p> <p><input type="button" value="GO"/> Other Supplementary Docs</p> <p><input type="button" value="GO"/> Add/Delete Non Co-PI Senior Personnel</p> <p><input type="button" value="GO"/> Change PI</p> <p><input type="button" value="GO"/> Link Collaborative Proposals</p>	<p><b>Saved</b></p> <p>01/14/13</p> <p>07/06/11</p> <p>08/18/11</p> <p>07/06/11</p> <p>N/A</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

**Reference the current solicitation for restrictions and explanations of what NSF requires and/or allows in the Supplementary Documents.**

- ✓ Letters of Support for Technology - *letters of commitment from Consultants or Subawardees should be uploaded in the Budget Justification module, NOT here.*
- ✓ Post Doc Mentoring Plan (required only if funds are included on line "B.1 Post Doctoral Scholars" on a subaward budget)
- ✓ Company Commercialization History (must be provided if the proposing small business has received prior Phase II SBIR/STTR awards from any agency; must use the NSF template)
- ✓ Data Management Plan -**required by NSF for all proposals**
- ✓ Letters regarding Use of Human Subjects (e.g. Institutional Review Board) or IACUC approval for animal use (required only if the Phase I research involves human or animal subjects)
- ✓ Cooperative Research Agreement or letter stating that CRA will be executed upon award (required for all STTR proposals)

Please visit the following website for IIP templates - <http://www.nsf.gov/eng/iip/sbir/forms.jsp>

**The inclusion of additional documents (beyond what is required and/or allowed per the solicitation) will result in the proposal being Returned Without Review.**

Type/Upload your necessary information in the below text box. When this section is completed, click “Go Back” to return to the “Proposal Actions” screen.

If uploading a file, click **“Transfer File”** on the above screen.

Follow the instructions on the below screen, then click **“Upload File”** to upload document. Click **“Go Back”** until you return to the “Proposal Actions” screen.

## Proposal Submission Procedures

If you have completed all the above actions you are now ready to submit your proposal. If you want to print out your proposal before moving to the submission and printing section below, return to the “Proposal Actions” screen and click on the **“Print”** button. **This will allow you to have a hard copy of what you have entered into FastLane.** *(The printed proposal is not your official proposal).* Note that only those persons listed as official Sponsored Research Officers (SROs) have the ability to complete submission of the proposal to NSF.

- If you have SRO Access Rights, you can click the **“Submit SBIR”** or **“Submit STTR”** button and the proposal will be submitted to NSF. You will receive a confirmation email with the new NSF Proposal ID.
- If you **do not** see the “Submit SBIR” or “Submit STTR” button on the “Proposal Action” screen, you do not have the FastLane SRO Access Rights and should follow the directions below.

Submitting a proposal to NSF involves two steps in the Research Administration portal:

- ✓ Submitting the proposal to NSF
- ✓ Electronically signing the proposal

1. To begin the submission process, return to the Proposal Actions screen; select and highlight the proposal you wish to submit and click on the button **“Allow SRO Access”**.

Temporary Proposals in Progress  
Temporary Proposal # - Title of the Proposal  
7154556 - SBIR Phase I

Edit Delete Check Save as Template Allow SRO Access Proposal PIN Print  
Submit SBIR Submit STTR

Create New Proposal  
Create Blank Proposal Use Template  
SBIR Phase I SBIR Phase II STTR Phase I STTR Phase II  
Go Back

2. At this point, FastLane may notify you of some warnings and/or errors related to the proposal. **“Errors”** will prevent you from submitting the proposal. You will receive an error if modules or required documents are missing that must be included per NSF policy. The missing items must be included in order to allow submission to NSF. **If the proposal is submitted after the deadline due to proposal “errors” that prevented timely submission, the proposal will be Returned Without Review.**

Proposal Errors/Warnings For Temporary Proposal Id 9023104

### Proposal Errors

Items listed here will prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- No Topic Selected - Select an SBIR/STTR Phase I Topic on the Remainder of the Cover Sheet form.
- Invalid Year Firm Founded - Enter a 4-digit Year Firm Founded on the SBIR/STTR section of the Remainder of the Cover Sheet form.
- Small Business Concern 1 Unanswered - Enter a response to Small Business Concern Item 1 on the Remainder of the Cover Sheet form.
- Small Business Concern 2 Unanswered - Enter a response to Small Business Concern Item 2 on the Remainder of the Cover Sheet form.
- Small Business Concern 3 Unanswered - Enter a response to Small Business Concern Item 3 on the Remainder of the Cover Sheet form.
- Small Business Concern 4 Unanswered - Enter a response to Small Business Concern Item 4 on the Remainder of the Cover Sheet form.
- Small Business Concern 5 Unanswered - Enter a response to Small Business Concern Item 5 on the Remainder of the Cover Sheet form.
- Small Business Concern 6 Unanswered - Enter a response to Small Business Concern Item 6 on the Remainder of the Cover Sheet form.
- Small Business Concern 7 Unanswered - Enter a response to Small Business Concern Item 7 on the Remainder of the Cover Sheet form.
- Small Business Concern 8 Unanswered - Enter a response to Small Business Concern Item 8 on the Remainder of the Cover Sheet form.
- Small Business Concern 9 Unanswered - Enter a response to Small Business Concern Item 9 on the Remainder of the Cover Sheet form.
- Small Business Concern 10 Unanswered - Enter a response to Small Business Concern Item 10 on the Remainder of the Cover Sheet form.
- Small Business Concern 11 Unanswered - Enter a response to Small Business Concern Item 11 on the Remainder of the Cover Sheet form.
- No Research Investigator - Enter the Research Investigator Name on the Remainder of the Cover Sheet form.
- No Research Investigator's Phone Number - Enter the Research Investigator's Phone Number on the Remainder of the Cover Sheet form.
- No Primary Place of Performance - Enter a Primary Place of Performance on the Remainder of the Cover Sheet form.
- Project Summary: You must enter information in all three text boxes on the Project Summary Page.
- No Budget Justification - The Budget Justification for the Proposing Organization has not been provided. The amounts requested for each budget line item must be documented and justified. If there is no budgetary information to justify, you must enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Data Management Plan - A Data Management Plan has not been completed. Please upload a Data Management Plan in the "Supplementary Documents: Data Management Plan" section. Your proposal may be returned without review if this issue is not corrected prior to proposal submission.
- No Project Description - The Project Description has not been provided and is required. A Project Description must be uploaded.
- No References Cited - The References Cited document has not been provided and is required. If there are no references cited, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable".
- No Biographical Sketch(es) - A Biographical Sketch has not been provided. Biographical Sketches must be provided for all senior project personnel. It is acceptable for the PI to upload one Biographical Sketches file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.
- No Facilities, Equipment, and Other Resources - The Facilities, Equipment, and Other Resources document has not been uploaded and is required. If there are no Facilities, Equipment, and Other Resources to describe, you must upload a PDF file that indicates "Not Applicable".
- No Current and Pending Support - A Current and Pending Support document has not been provided. Current and Pending Support information must be provided for all senior project personnel. It is acceptable for the PI to upload one Current and Pending Support file for all senior project personnel. If this is the case, you must either enter the text "Not Applicable" on the FastLane form, or upload a PDF file that indicates "Not Applicable" for any co-PI or Senior Person.

**“Warnings”** may not prevent you from submitting your proposal, but it would be in your best interest to review the list carefully prior to your submission. When you are ready to continue, click **“Proceed”** to continue the submission process.

Proposal Errors/Warnings For Temporary Proposal Id 7154556

### Proposal Warnings

Items listed here will not prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- Invalid Zip Code Found - The Zip Code of the institution must be 9 digits.
- No Budget Justification - The Budget Justification for the Awarding Institution has not been completed.
- No NSF Unit Selection - An NSF Unit has not been selected on the Cover Sheet form.
- Insufficient Amount Requested - An amount not greater than \$1 has been entered for the Requested Amount on the Remainder of the Cover Sheet form.
- Insufficient Duration Requested - A duration less than 1 month has been entered for the Proposal Duration on the Remainder of the Cover Sheet form.
- No Starting Date - A Requested Starting Date has not been entered on the Remainder of the Cover Sheet form.
- Missing DUNS Number - Enter a valid 9 digit DUNS Number for the institution.
- Organization-DUNS Conflict - The identified organization cannot be found in the Central Contractor Registration (CCR) as the organization is either: (1) not registered in CCR, or (2) the record in FastLane Research Administration (including the DUNS number and address) does not match the data in the CCR. Effective January 5, 2008, proposers are required to register in the CCR prior to proposal submission. Failure to complete the CCR registration process prior to proposal submission may impact the processing of the proposal.

Go Back  
Proceed

3. If you are ready to complete the submission process, select the third **“Go”** button for **“Allow SRO to view, edit and submit proposal.”**

**Sponsored Research Office (SRO) Access Control**  
Current SRO Access for proposal 7154556 is set to None

Allow SRO to only view proposal but not submit  
 Allow SRO to view and edit but not submit proposal  
 Allow SRO to view, edit and submit proposal

4. Then click the **“OK”** button on the below screen.

The SRO now has complete access to proposal 7154556  
Your proposal is not submitted until your SRO submits the proposal to NSF. Once the proposal is submitted, you will be sent an e-mail with the official NSF proposal number. You can then use FastLane to check the status of the proposal. Once the proposal is submitted, the proposal will no longer appear on the Proposal Actions screen when you log into Proposal Preparation to prepare a proposal. The submitted proposal will show up in your list of Submitted Proposals.

WARNING - Notifications to the Sponsored Research Office could not be sent. Either there are no email addresses for any of the Sponsored Research Office personnel assigned to this institution or there are no Sponsored Research Office personnel with the required FastLane permissions to submit a proposal.

## **SRO ACCESS STEPS**

At this point, the Sponsored Research Officer (SRO) has to take the following steps to submit the proposal to NSF.

1. Go to the FastLane Home Page and select the **“Research Administration”** link.

Proposals, Awards and Status | Proposal Review | Panelist Functions | Research Administration | Financial Functions  
Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

2. The authorized organizational representative will be asked to provide the following Log-in information:

- ✓ Last Name
- ✓ NSF ID
- ✓ Password

**Research Administration**

Login for the following permission-based functions:

- Accounts Management
- Letters of Intent
- Proposals/Supplements/File Updates/Withdrawals
- Award Documents
- Forwarded/Submitted Revised Budgets
- Notifications & Requests
- Organizational Reports
- Project Reports
- Authorized Organizational Representative Functions

**Log In**

Last Name:   
NSF ID:  [Privacy Act](#)  
Password:

Select one:  
☒ Research Administration  
☐ Submit EDI Proposals

[Forgot Password?](#)  
[Lookup NSF ID](#)

3. Click **“Proposals/Supplements/File Updates/Withdrawals”**. The screen displays on the **Documents in Progress** tab.



### Research Administration

Select a Research Administration function for **Test Institution** :

- Accounts Management
- Letters of Intent
- Proposals/Supplements/File Updates/Withdrawals
- Award Documents
- Forwarded/Submitted Revised Budgets
- Notifications & Requests
- Organizational Reports
- Project Reports
- Authorized Organizational Representative Functions

**New In Box**  
Now you can easily review current work in progress directly from this page.  
Click below to select current items for review.

**In Box**

	Proposals/Supplements/File Updates/Withdrawals	1	items for review
	Forwarded/Submitted Revised Budgets	0	items for review
	Notifications & Requests	0	items for review
	ADR Functions	0	items for review
	Letters of Intent	0	items for review

4. Click **“Submit”** in the row for the proposal you want to submit.

### Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: Test Institution

Documents in Progress | Withdrawals In Progress | Submitted Documents

Search for Proposal Documents in Progress by Temporary Proposal ID and/or PI Last Name:

Temporary Proposal ID:  PI Last Name:

(Enter 7 digits) (Enter at least first two characters)

**All Documents**

Click on Temp ID to view the Proposal Document. Sort results by clicking the column title.

1 Document found.

Temp ID	Type	Access Level	PI Name	Proposal Title	Check	Edit	Submit	Return to PI
<a href="#">7154556</a>	Proposal	View/Edit/Submit	B, A	SBIR Phase I: test title	<a href="#">Check</a>	<a href="#">Edit</a>	<a href="#">Submit</a>	<a href="#">Return to PI</a>

Transfer Data to: [Excel](#)

5. The “Proposal Errors/Warnings” screen gives you the capability to submit the proposal, if there are no errors that prevent submission.

### Proposals/Supplements/File Updates/Withdrawals | MAIN

Organization: Test Institution

Documents in Progress | Withdrawals In Progress | Submitted Documents

#### Proposal Errors/Warnings For Temporary Proposal Id 7154556

#### Proposal Warnings

Items listed here will not prevent submission.  
Print this page for reference before returning to the Form Preparation screen.

- Invalid Zip Code Found - The Zip Code of the institution must be 9 digits.
- Missing DUNS Number - Enter a valid 9 digit DUNS Number for the institution.
- Organization DUNS Conflict - The identified organization cannot be found in the Central Contractor Registration (CCR) as the organization is either: (1) not registered in CCR or (2) the record in Fastlane Research Administration (including the DUNS number and address) does not match the data in the CCR. Effective January 5, 2008, proposers are required to register in the CCR prior to proposal submission. Failure to complete the CCR registration process prior to proposal submission may impact the processing of the proposal.

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[Proposal](#)

[Signing Authority Certification Section](#)

[Debarment Section](#)

[Lobbying Certification Section](#)

[Contracts Certification Section](#)

[Signature Section](#)

5. There are two options at this point: **Submit and Sign the Proposal** or **Submit the Proposal Only**. The steps below are for the **Submit and Sign the Proposal** option. *(If you are an SPO with AOR permissions, you have the capability to submit and sign the proposal. If you submit without signing, please have the AOR sign the proposal within 5 days of submission.)*

5a. **“Debarment and Suspension”**: click the **radio button for “Yes or No”** if there are any debarments or suspensions of you or of your organization from transactions with federal agencies. *(If you answered Yes, provide an explanation in the text box.)*

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency?

☒ No  
☐ Yes (If "yes" please provide an explanation below.)

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative or Individual Applicant is providing the Debarment and Suspension Certification contained in Exhibit II-4 of the Grant Proposal Guide.

5b. **Institution Information**: Check the accuracy of your organization’s information, then click **“Sign and Submit”**.

**Institution Information**

DUNs Number: 111111111 DUNs Qualifier:

Authorized Organizational Representative(AOR) information will be added when electronically signed by AOR.

The following authorized organizational representative(AOR) information will be printed on the proposal coversheet after the proposal is electronically signed by AOR. If this information is incorrect, please have it modified before signing the proposal electronically. This information can be modified by an authorized user at your organization using the 'Add, Modify, and Delete FastLane Users' module of 'Research Administration' application.

Name: a bll  
Phone: 1234567891  
Fax:  
E-mail: test@yahoo.com

You have the Authorized Organizational Representative(AOR) permission to electronically sign and submit the proposal.

**Sign and Submit** **Cancel and Do Not Submit**

5c. **Proposal Submission Confirmation** screen: Displays a message that the proposal has been successfully submitted to NSF. It also displays the official NSF proposal number which has been assigned.

- ✓ Write down the NSF proposal number
- ✓ Print a copy of the **Proposal Submission Confirmation** screen, if desired
- ✓ Click the **“OK”** button to return to the “Documents in Progress” tab

**PROPOSAL SUBMISSION CONFIRMATION**

**Proposal 9008911 has been successfully submitted to NSF**

This proposal has now been assigned the following NSF Proposal Number:  
**0612913**

Please make a note of this number, it is the official NSF proposal number.  
**Your Signature has been recorded**

**OK**

This is the Proposal Number you should reference in all communications with NSF regarding this proposal henceforward.

**YOU WILL NOT RECEIVE AN EMAIL CONFIRMATION FROM FASTLANE THAT YOUR PROPOSAL WAS SUBMITTED. THE SCREEN ABOVE IS YOUR ONLY CONFIRMATION. PLEASE DO NOT CONTACT THE PROGRAM OFFICE TO INQUIRE IF YOUR PROPOSAL WAS RECEIVED.**